



# MINUTES

## Service Committee of the Legislative Council

December 12, 2000

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### MEMBERS PRESENT:

Senator Stewart Iverson, Jr.,  
Chairperson  
Senator Michael E. Gronstal

Representative Christopher Rants,  
Vice Chairperson  
Representative John Connors

## MEETING IN BRIEF

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- I. Procedural Business.
  - II. Personnel Reports and Issues.
  - III. Budget Issues.
  - IV. Personnel Policies.
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## **Service Committee of the Legislative Council**

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### **I. Procedural Business.**

Chairperson Senator Stewart Iverson, Jr., called the Service Committee of the Legislative Council to order at 9:43 a.m., Tuesday, December 12, 2000, in Room 24, State Capitol, Des Moines, Iowa.

The Service Committee approved the minutes of the June 27, 2000, meeting of the Committee.

The Service Committee adjourned at 10:25 a.m.

### **II. Personnel Reports and Issues.**

#### **A. Legislative Fiscal Bureau.**

The Service Committee received and filed the December personnel report from the Legislative Fiscal Bureau.

#### **B. Legislative Service Bureau.**

The Service Committee received and filed the December personnel report from the Legislative Service Bureau and recommended the following for approval by the Legislative Council:

**1. That the following employees be promoted:**

Ms. Sue Fetters, Legislative Document Technician 2, grade 22, step 5, to Supervising Legislative Document Technician, grade 25, step 4, effective December 2000.

Ms. Leslie Larson, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 1, effective December 2000.

Ms. Kathie Bates, Administrative Code Editor, from grade 38, step 5, to grade 41, step 3, effective December 2000.

Ms. Joy Warner, from Legislative Document Technician 2, grade 22, step 2, to Supervising Legislative Document Technician, grade 25, step 1, effective December 2000.

Ms. Leslie Hickey, Iowa Code Editor, from grade 38, step 6, to grade 41, step 5, effective December 2000.

**2. That the following changes in the Legislative Information Office be authorized:**

The current pay classifications for the Legislative Information Office Director position of Legislative Information Office Director/Legislative Protocol Officer 1 at pay grade 30, and Senior Legislative Information Office Director/Legislative Protocol Officer at pay grade 35 be changed to Legislative Information Office Director 1 at pay grade 32, Legislative Information Office Director 2 at pay grade 35, and Legislative Information Office Director 3 at pay grade 38.

The current pay classification for Legislative Information Officer at pay grade 24 be changed to Legislative Information Officer 1 at pay grade 24, Legislative Information Officer 2 at pay grade 27, and Legislative Information Officer 3 at pay grade 30.

One additional Legislative Information Officer be authorized.

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That the following employee be reclassified:

Ms. Julie Livers, from Legislative Information Office Director, approved for grade 35, step 3, to Legislative Information Office Director 3, grade 38, step 1, effective December 2000.

3. That the following changes concerning the Tour Guides be authorized at a total of 1.5 additional FTEs:

The current pay classification for Tour Guide Supervisor at pay grade 22 be changed to Tour Guide Supervisor 1 at pay grade 22, and Tour Guide Supervisor 2 at pay grade 25.

One Legislative Document Technician, at pay grade 19, be authorized.

The current pay grade for Tour Guide be increased from 12 to 18.

Five additional part-time Tour Guides be authorized in order to increase the pool of available Tour Guides.

That the following employees be reclassified:

Ms. Joan Arnett, from Tour Guide Supervisor, grade 22, step 4, to Tour Guide Supervisor 2, grade 25, step 2, effective December 2000.

Ms. Karen Nichols, from Tour Guide, grade 14, step 6, to Legislative Document Technician, grade 19, step 2, effective December 2000.

4. That Ms. Rachele Hjelmaas be placed in the vacant full-time, year-round Legal Counsel position vacated by the resignation of Mr. Mark Johnson.
5. That the Legislative Service Bureau is authorized, if necessary, to employ a Legal Counsel to temporarily replace Ed Cook in pay grade 30, step 2.

### **C. Legislative Computer Support Bureau.**

The Service Committee received and filed the December personnel report from the Legislative Computer Support Bureau.

### **D. Office of Citizens' Aide/Ombudsman.**

The Service Committee received and filed the December personnel report from the Office of Citizens' Aide/Ombudsman and recommended the following for approval by the Legislative Council:

1. That the following employees be promoted:

Ms. Ruth Cooperrider, from Deputy/Senior Legal Counsel, grade 38, step 6, to Senior Deputy/Senior Legal Counsel, grade 41, step 5, effective December 2000.

Ms. Maureen Lee, from Executive Secretary, grade 24, step 6, to Assistant, grade 27, step 5, retroactively effective to November 10, 2000.

Ms. Mary Belieu, from Citizens' Aide/Ombudsman Secretary, grade 19, step 3, to Administrative Secretary, grade 21, step 2, retroactively effective to November 10, 2000.

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2. That the Office of Citizens' Aide/Ombudsman be authorized one additional Assistant FTE position. Mr. William Angrick, Citizens' Aide/Ombudsman, indicated that the additional position would be assigned the special responsibilities of public records and open meetings issues in addition to regular casework.

### **E. Nonpartisan Staff Director Salaries.**

The Service Committee recommended for approval by the Legislative Council that the annual salaries for the following four nonpartisan staff directors be increased by approximately one pay step as follows, effective December 2000:

Legislative Service Bureau Director, from \$90,188 to \$94,993.60.

Legislative Fiscal Bureau Director, from \$90,188 to \$94,993.60.

Legislative Computer Support Bureau Director, from \$77,147 to \$82,576.

Citizens' Aide/Ombudsman, from \$76,003 to \$78,790.40.

## **III. Budget Issues.**

### **A. Nonpartisan Staff Agencies.**

The Service Committee recommended that the Legislative Council approve the proposed budgets and budget allocations for the fiscal year beginning July 1, 2001, pursuant to section 2.12 of the Code, as amended by the actions authorized in part II, paragraph E, of this report, for the following agencies:

Legislative Fiscal Bureau

Legislative Service Bureau

Legislative Computer Support Bureau

Office of Citizens' Aide/Ombudsman

### **B. Computer Storage Purchase.**

In discussing the budgetary items for the Legislative Computer Support Bureau, Representative Rants expressed concern that additional computer storage capacity was being purchased without a more aggressive approach to deleting, or at least storing optically, older files. Mr. Sanford Scharf, Director, Computer Support Bureau, indicated that he would explore other options concerning the storage of computer information and would report back to the Service Committee.

### **C. Professional Organizations Expenditures.**

The Service Committee recommended that the Legislative Council approve the expenditure of the following amounts from the appropriation in Code section 2.12 for the payment of national professional organizations serving legislators and legislative staff:

For the fiscal year beginning July 1, 2001, and ending June 30, 2002:

Council of State Governments	\$ 89,583
National Conference of State Legislatures	\$107,077

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Commission on Uniform State Laws                      \$ 20,900

National Conference of Insurance Legislators    \$ 5,000

For the fiscal biennium beginning July 1, 2001, and ending June 30, 2003:

American Legislative Exchange Council \$ 7,500

### **D. New legislator Orientation Costs.**

The Service Committee recommended that the Legislative Council authorize the payment of costs for the New Member Legislative Orientation Program from moneys available to the General Assembly under Code section 2.12.

## **IV. Personnel Policies.**

### **A. Background.**

A special personnel committee of the Service Committee was formed during the 1999 Interim and issued a report to the Service Committee at the December 15, 1999, Service Committee meeting for its consideration. The report proposed changing the way pay and benefits are determined for legislative staff employees on a one-year trial basis. Action on the report was deferred by the Service Committee on December 15, 1999.

### **B. Committee Discussion.**

The Committee discussed the issues surrounding the report of the special personnel committee of the Service Committee and whether each nonpartisan staff director should be given the authority to establish an alternative compensation plan. Senator Gronstal moved that the Service Committee recommend that each nonpartisan staff director be granted the discretion to change the current personnel system for establishing compensation to an alternative based on the same budget permitted for compensation under the current pay matrix without further approval of the Legislature. The motion further provided that each director be required only to consult with legislative leaders prior to implementing an alternative plan. This motion failed.

### **C. Committee Recommendation.**

Upon motion and unanimous vote, the Service Committee recommended that the four nonpartisan staff agencies be granted the discretionary authority to develop flexible compensation plans as an alternative to the current pay matrix for consideration by the Service Committee. The Service Committee further recommended that the Legislative Council grant the Service Committee the authority to approve or disapprove the implementation of a proposed flexible compensation plan presented to the Service Committee without further Legislative Council action.

Any similar change in personnel policies for employees of the Senate and House of Representatives would fall under the jurisdiction of the Senate Committee on Rules and Administration and the House Committee on Administration and Rules